

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 2 June 2021 at 7.45pm

Present

Councillors: D Wixley (in the Chair)
K S Fontenelle L House N Mackinnon
S Murray M Stubbings K Valentine

Also in attendance R Brookes (until min no 10)
Councillors:

Officers: M Squire (Town Clerk)
P Bryce (Assistant Town Clerk - Civic)

2 x Members of the Public

Chairman Cllr Wixley welcomed new members of the Council to the Recreation Committee.

RC1 Apologies

No apologies for absence were received.

RC2 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in agenda item 15, Hillyfields, as a district councillor for Fairmead Ward. Cllr Murray declared a non-pecuniary interest in agenda items 8, Car Park Gates as he is a local resident and agenda item 14 as he is Chairman of the Local Scout Committee and knew the two members of the public. Cllr House declared a non-pecuniary interest in agenda item 14 as he knew the two members of the public. Cllr MacKinnon declared a non-pecuniary interest in agenda item 10 as his wife's uncle was a Groundsman at SLCC.

RC3 Confirmation of Minutes

The Minutes of the meeting held on 3 March 2021 were CONFIRMED as a correct record and signed by the Chairman.

RC4 Public Representations

The Chairman reported that 2 members of the public had come to speak about agenda item 14. The Committee AGREED to bring that agenda item forward.

RC5 Scout Hut Request

A member of the public spoke about the need for a scout hut to cater for the many children on the Debden Estate. The Town Clerk read out an email request that he had also received from a representative from the board for the 16th Scout troupe in Debden who are desperate to find a suitable building or a piece of land where a scout hut could be built. They have a very long waiting list of children on the Debden Estate but have no facility for them.

The Committee reported that much of the land around the Debden Estate is owned by the Epping Forest District Council. Loughton Town Council could offer them Murray Hall to hire or Kingsley Hall, but with the NHS using Murray Hall at present

that would not be available until January at least, and Kingsley Hall already had full capacity of hirers.

Many ideas were reviewed without finding any obvious solution. Members would consider further but the residents were advised to contact Epping Forest District Council (EFDC) as any available sites in this area are more likely to be under the ownership of the District Council.

The two members of the public left the meeting.

RC6 Town Clerk's / Chairman's Report

The Town Clerk reported that the Junior Park Run at the Recreation Ground had now restarted and it was established that the adult run should be restated later in this month of June, all being well.

In later discussions it was noted that the work on Kingsley Hall windows would take place in August 2021. Also that whilst a number of orders had been placed to replace damaged parts on playground equipment, there was some delay from contractors for the provision of these parts.

The Chairman welcomed the new Committee members and highlighted a few of the Committee's working areas.

RC7 Roding Valley Recreation Ground - Planting Scheme and Footpaths - Min no RC215

The Chairman gave the new councillors on the Committee some background information about the tree planting and flood alleviation scheme. The Committee NOTED that one pathway section has been completed and two further sections of path diversion – by Charlie Moules Bridge and across by Loughton Brook should be funded by EFDC budgets as they are to facilitate the planting.

The planting scheme and the pathway by the bridge should be completed in the autumn. The Town Clerk would establish a priority order on the path work as certain sections are a higher priority.

The Chairman also invited new councillors to join him for a walk around the Recreation Ground so that he can point out all the areas that the Recreation Committee are responsible for. This could also be extended to a walk around the town to see other areas of responsibility. A date in July will be organised.

RC8 Roding Valley Recreation Ground – Drainage Works – Min no RC216

The Committee NOTED the update and acknowledged the shallow ditch work required.

RC9 Roding Valley Recreation Ground - Car Park Gates Min no RC218

The preferred contractor to carry out the work has now been established. The Town Clerk and Services Manager had recently made a further site visit to measure and establish the exact location for the gate, as near to the highway as possible. Advice from Essex Highways has now been sought as a precautionary measure, to ensure that there are no infringements of Highways safety

regulations. Unfortunately there has been some delay in progressing this project and the Town Clerk will expedite matters.

RC10 Roding Valley Recreation Ground - Playground – Min no RC219

A number of recommendations were noted by the Town Clerk. A public consultation would be needed with local residents in due course.

The Committee AGREED to appoint external Project Manager Maria Cook and to agree a budget of c85K for the project.

Cllr Brookes left the meeting.

RC11 South Loughton Cricket Club (SLCC) / Loughton Athletic Club (LAC)

The Town Clerk reported that a date for a site visit was being finalised.

RC12 Requests – members to review and make recommendations

12.1 Memorial Tree

The Committee AGREED a memorial tree and plaque to be planted on the Roding Valley Recreation Ground to commemorate Harley Watson. The Town Council would fund the planting.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.30pm.

12.2 BBQ

The Committee NOTED the bye - laws of the RVRG stipulates no fires, therefore no BBQs are allowed.

12.3 Fenced off area for dogs

The Committee AGREED to put this on the list of priorities. More research would be needed regarding the demand for such an area.

12.4 Plant a tree for the Queens Jubilee

Cllr Stubbings also mentioned a plant a tree initiative to commemorate the Queen's platinum jubilee. To be included in Agenda Item 19 Future Work of the Committee.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.45pm.

RC13 Accumulation of waste by Loughton Brook at the rear of Broomfield Avenue garages

The Committee NOTED that the debris had now been cleared from the riverbank, thanks to the considerable efforts from EFDC Officers and persistent chasing by Cllr Murray.

RC14 Newman's Lane Playground

The Committee AGREED that this would be the next playground to upgrade, following the completion of the Recreation Ground Playground project. The Committee also AGREED that given the large number of Town Council

playgrounds that a significant sum is earmarked and accrued on an annual basis towards the refurbishment of the numerous playgrounds.

RC15 Hillyfields

15.1 Hillyfields Open Space Flood Alleviation Scheme - Min no RC 204

The Committee NOTED that the Town Clerk continues to chase the remedial work required from Essex County Council.

15.2 Hillyfields Litter Bins

The Committee NOTED that the Town Clerk will continue to pursue EFDC for the replacement and installation of the outstanding litter bins.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10.00pm.

RC16 Murray Hall Update

The Committee NOTED that The Town Clerk reported that he had not yet received a brief update from the Vaccination Centre Manager but positive reports from residents had been received and it was going very well.

RC17 Land Adjacent to Willingale Road Allotment

The Chairman gave some background information to the new councillors on the committee about the land and again offered a site visit of this piece of land to enable to the committee to have a better understanding.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10.15pm.

RC18 Financial Position

The Committee NOTED the report. The Town Clerk highlighted the current earmarked funds reserves.

RC19 Future Work of the Committee

Plant a Tree for the Platinum Jubilee will be included on the next Agenda.

Signed:

Date: 7 September 2021

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Tuesday 7 September 2021 at 7.45pm

Present

Councillors:

D Wixley (in the Chair)		
K S Fontenelle	L House	N Mackinnon
S Murray	M Stubbings	K Valentine

Also in attendance

Councillors:

R Brookes

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

RC20 Apologies

No apologies for absence were received.

RC21 Declarations of Interest

Cllrs Wixley and Murray declared a non-pecuniary interest in agenda item 10 South Loughton Cricket Club (SLCC) and Loughton Athletic Club (LAC) as they were acquainted with members of both Clubs.

Cllr Mackinnon declared a non-pecuniary interest in agenda item 10 as he was acquainted with the groundsman.

RC22 Confirmation of Minutes

The Town Clerk reported that Min No RC2 should read Cllr Mackinnon's wife's 'uncle' and not 'father' and the minutes had been amended accordingly. The Minutes of the meeting held on 2 June 2021 were then CONFIRMED as a correct record and signed by the Chairman.

RC23 Public Representations

None were received.

RC24 Town Clerk's / Chairman's Report

The Chairman gave a brief background on the scope of the Recreation Committee's powers and responsibilities. He reminded members to read the Standing Orders, page 32, which gives the overall purpose of this Committee in particular points 5 and 6 in relation to general matters relating to the community and welfare of the town, e.g. youth services, health, crime and disorder.

Cllr Wixley reported that in respect of this he had visited the Community Safety event held in The Broadway on 21.7.21. Cllr House reported that he had also attended the event and encouraged them to hold a future event.

The Chairman reported that the previous Recreation Committee had formed a working group for the Roding Valley Recreation Ground (RVRC), namely the Roding Valley Recreation Ground Improvements Projects Working Group (RVRGIPWG), initially for the football changing rooms project. Although this project has now been deferred, it is beneficial to keep an active working group for other ongoing matters. It would be useful to add another member to the

RVRGIPWG and the Committee agreed that Cllr Mick Stubbings should join the group.

The Chairman said that he would be contacting members shortly to arrange a date for a walk to show members some of the things that the Committee is responsible for. The possible dates would be on a Sunday meeting at 10am.

RC25 RVRG Planting Scheme and Footpaths – Min no RC7

The Committee NOTED that Epping Forest District Council (EFDC) is working towards completion of two additional path diversions and tree planting during this autumn.

RC26 RVRG Drainage Works – Min no RC8

The Committee NOTED that EFDC is working towards an autumn completion.

RC27 RVRG Car Park Gates – Min no RC9

The Chairman could not support the expenditure for the closure and opening of the gate on the current basis, although a further quote was awaited. The Committee agreed to defer this matter until further information and investigations had been made by the Town Clerk, who would report back to members when new information was forthcoming.

RC28 RVRG Playground – Min no RC10

The Committee members NOTED the report. The Town Clerk updated members and explained there are two elements to the project: the groundworks and the construction of a new playground. The groundworks are being looked at first and contact has been made with a number of District Councils for their advice and expertise. Ideally a project manager should be found to deal with both elements.

RC29 South Loughton Cricket Club (SLCC) / Loughton Athletic Club (LAC) – Min no RC11

The Committee were supportive of the request in principle and noted the proposed location, mindful that this proposal would require the usual planning application procedure, which would ultimately be governed by the landlord EFDC.

RC30 Memorial Tree – Min no 12.1

The Committee NOTED that the Town Clerk and the Services Manager have agreed to meet with Harley Watson's mother later this month to select a suitable location for the planting of the memorial tree on the RVRG.

RC31 Plant a tree for the Queen's Platinum Jubilee – Min no 12.4

The Committee agreed that a single commemorative tree was a good way forward and that the tree should be visible to the public. It was delegated to the officers to proceed as they think best.

RC32 Request for use of RVRG tennis courts from – New City College

The Committee noted and AGREED to the request from the Sport Development Department at New City College (NCC) for students to be allowed to use the ball court at the recreation ground on Wednesdays, during term times, 9.30am to 11.30am at the proposed level of fees.

An ancillary request had been made by a local resident to arrange a Charity football match on the RVRG football pitches in aid of the Sepsis Trust. Members agreed to this request.

- RC33 Hillyfields Open Space – Litter bins**
The Committee NOTED the report provided regarding the litter bins on Hillyfields Open Space.
- RC34 Murray Hall Update**
The Committee NOTED the report.
- RC35 Kingsley Hall**
The Committee NOTED the report.
- RC36 Skateboard Park Equipment**
The Committee noted these tentative developments and if possible the skate ramps and equipment should be lent out at minimal cost to the Youth Service.
- Community Events**
The Committee noted and accepted that the large number of community events needed to be streamlined given the limited staffing resources and that this would enable a greater level of focus to the two major events of the year ‘Jessel Green Day’ and ‘Loughton Day’ which both need a very long period of forward planning.
- RC37 Countdown to Christmas**
On balance, the Committee unanimously AGREED (following the recent Strategy & Staff Group meeting) that this event would not be staged. Cllr Brookes was disappointed that this event will not take place.
- RC38 Fun Run**
On balance, the Committee AGREED (following the recent Strategy & Staff Group meeting) that this event would not be staged.
- RC39 Financial Position**
The Committee NOTED the report.
- RC40 Future Work of the Committee**
None were raised.

Signed:
Date: 10 November 2021

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 10 November 2021 at 7.45pm

Present

Councillors: D Wixley (in the Chair)
K S Fontenelle L House N Mackinnon
M Stubbings K Valentine

Also in attendance

Councillors:

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

Also present:

Syed Islam, Vice Chairman, Roding Valley Cricket Club
Graham Pryke, Cricket Development Manager at Essex County Cricket Board

RC41 Apologies

Apologies were received from Cllr Murray.

RC42 Declarations of Interest

Councillor Wixley declared a non-pecuniary interest in agenda item 5 as he is a life member of the Essex Playing Fields Association (EPFA). He was aware that Roding Valley Cricket Club is a member of the EPFA and that he had met Graham Pryke at the recent EDFFA AGM and Awards Evening. Councillor Wixley also declared a non-pecuniary interest in agenda item 16 as a member of the EPFA and a volunteer judge (no role in judging the Loughton entries).

RC43 Confirmation of Minutes

The Minutes of the meeting held on 7 September 2021 were CONFIRMED as a correct record and signed by the Chairman.

RC44 Public Representations

The Chairman reported that two members of the public had come to speak about agenda item 5.

RC45 Roding Valley Cricket Club (RVCC) - 2nd Ground Proposal

Syed Islam, Vice Chairman, Roding Valley Cricket Club and Graham Pryke, Cricket Development Manager at Essex County Cricket Board were introduced to the Committee. A presentation was made by Mr Islam in support of the club's request to install a second cricket pitch for use by the club's youth and Women's teams and its men's 3rd and 4th teams, on land that is on the Loughton side of the border with Buckhurst Hill.

The Committee considered the supporting information provided by Mr Islam and Mr Pryke, and AGREED to the request in principle.

Any firm decision will ultimately depend on the written permission of Epping Forest District Council (EFDC), (as landowner) which will be requested by the Town Clerk, and the ensuing due diligence process.

RC46 Town Clerk's / Chairman's Report

At the request of the Chairman, the Services Manager reported on the recent Epping Forest District Council (EFDC) Countrycare Volunteers' working day on the Willingale Road Nature Reserve. He said that that he would soon be arranging a visit to the nature reserve land adjacent to Willingale Road Allotments. Members will be sent a selection of alternative dates covering Fridays in November and December 2021.

The Chairman reported that in his capacity as an Epping Forest Tree Warden, he had attended a recent Tree Wardens' meeting and that plans were being made for TW's to carry out hedgerow surveys and that a survey of the hedgerows on the Roding Valley Recreation Ground should be considered. The volunteer Tree Wardens work under the guidance of the EFDC Countrycare team.

Roding Valley Recreation Ground (RVRG)

RC47 Planting Scheme and Footpaths – Min no RC25

The Committee NOTED that Epping Forest District Council (EFDC) is working towards completion of two additional path diversions and tree planting during this autumn.

RC48 Drainage Works – Min no RC26

The Committee NOTED that EFDC is working towards an autumn completion.

RC49 Car Park Gates – Min no RC27

The Committee NOTED the written report, and the Town Clerk gave a verbal update. The Committee AGREED to the employment of the security contractors to lock and unlock the gates daily, on a rolling one-year contract, effective as of four weeks after the car park sign is installed. The Committee also AGREED that the Town Clerk should discuss call-out fees with the Security contractors in the event that vehicles are left in the car park after it has been locked. On receipt of further information this matter will be referred back to the Recreation Committee working party for final decision.

RC50 Playground – Min no RC28

The Committee NOTED the written report and the Town Clerk gave a verbal update. The Committee considered all of the information provided and AGREED that the Town Clerk should instigate the tender process.

RC51 Memorial Tree – Min no RC30

The Committee NOTED that the Services Manager, along with Harley Watson's mother, had overseen the planting of a Maple Acer Freemanii Autumn Blaze tree in memory of Harley Watson, close to the lake at the recreation ground, on Thursday 4 November 2021.

RC52 Plant a tree for the Queen's Platinum Jubilee – Min no RC 31

The Committee AGREED that the grass area within the Murray Hall car park in front of the boundary wall was a suitable site for planting. Officers will now progress this matter. Some form of ceremony to mark the planting of the tree for the Queen's Platinum Jubilee may be appropriate.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.45pm.

Halls

RC53 Murray Hall

The Committee NOTED the report.

RC54 Kingsley Hall

The Committee NOTED that contractors had now completed the installation of the new windows and fire doors. The Services Manager is currently liaising with the project consultant to rectify an issue with the windowsills. However, notwithstanding this issue, officers are pleased with the end result.

RC55 Family Fun Day – Jessel Green

The Committee NOTED that Sunday 26 June 2022 had been agreed with the Red Balloon Charity Foundation, to stage the Family Fun Day at Jessel Green 2022. The Epping Forrest Community Church and Restore Community Church would now be approached as both organisations have traditionally been partners in the event.

RC56 Playing Field Awards

The Committee NOTED that the Chairman and Services Manager, attended the annual AGM and Awards Evening of the Essex Playing Fields Association in Chelmsford on Thursday 21 October 2021. The Town Council secured several awards from this years “Best Kept Playing Field” competition: a gold certificate in Class 1 (for playing fields serving communities of more than 2,500 residents) for Roding Valley Recreation Ground, and in Class 3 (for children’s playgrounds), a merit certificate was received for Westall Road playground. Most notably, Traps Hill playground was the outright winner of this category, judged to be the best playground out of 120 competition entrants. The Class 3 trophy and all certificates were displayed for members to see.

RC57 Financial Position

The Committee NOTED the report.

RC58 Estimates for 2022/23

The Committee NOTED the report and AGREED the recommendations subject to final budget review by early January 2022.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 10.00pm.

RC59 Committee Priorities for 2022/23

The Committee reviewed its priorities for 2022/23 and AGREED to insert “Roding Valley Recreation Ground – improvements to changing rooms exterior & surrounding area. All other priorities and ongoing activities were AGREED.

RC60 Future Work of the Committee

None were raised.

Signed:
Date: 12 January 2022

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 12 January 2022 at 7.45pm

Present

Councillors:

D Wixley (in the Chair)		
K S Fontenelle	L House	N Mackinnon
S Murray	M Stubbings	K Valentine

Also in attendance

Councillors:

R Brookes (until Min. no RC78)

Officers:

M Squire (Town Clerk)
P Hoy (Services Manager)

RC61 Apologies

No apologies for absence were received.

RC62 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda item 11 as he knows the requestee. Cllr Wixley also declared non-pecuniary interests in Agenda item 16 as a former committee member of the Loughton Film Club, and Agenda item 20 being a signature to the call-in of the original Epping Forest District Council (EFDC) proposal to plant all the trees on Jessel Green and additionally as an EFDC councillor for Fairmead Ward which includes Jessel Green within its boundaries. Cllr Murray declared a non-pecuniary interest in Agenda item 11 as he has close links to the group. He did however declare that (as far as he knew) he was not a "trustee" of the group in question, as stated in the respondent's email. Cllr Mackinnon declared a non-pecuniary interest in Agenda item 8, as he was formerly employed by the security company in question.

RC63 Confirmation of Minutes

The Minutes of the meeting held on 10 November 2021 were CONFIRMED as a correct record and signed by the Chairman.

RC64 Public Representations

None were received.

RC65 Town Clerk's / Chairman's Report

The Town Clerk Reported that EFDC did not object in principle to the request by Roding Valley Cricket Club (RVCC) to have an additional cricket pitch on the Loughton section of the Roding Valley Recreation Ground, subject to the usual due diligence and joint cooperation on any potential changes to the associated lease agreement. A site meeting with members of this Committee and other relevant parties would be arranged soon.

The Committee NOTED that an act of vandalism to one of the swings at the Traps Hill Playground had resulted in repair and replacement costs to a sum in the region of £800.00. The matter was now in the hands of the council's insurance

company, and it was hoped that a successful claim could be made for the financial costs incurred.

It was NOTED that an informal meeting was to be held with GFA Loughton FC on 18 January 2022, to discuss their aspirations for the Willingale Playing Field.

Roding Valley Recreation Ground (RVRG)

RC66 Planting Scheme and Footpaths – Min no RC47

The Committee NOTED that a further update has been sought from EFDC, Principal Engineer, Environmental Protection & Drainage Team, but that no further information was available currently. The Office would continue to chase delivery of these works.

RC67 Drainage Works – Min no RC48

The Committee also NOTED that a further update has been sought from EFDC, Principal Engineer, Environmental Protection & Drainage Team, but that no further information was available. The Office would continue to chase delivery of these works.

RC68 Car Park Gates – Min no RC49

The Committee NOTED that the tarmac work at the car park entrance had been completed by external contractors on Saturday 8 January 2022, and that the security contract wording with the local security firm has been verbally agreed and the start date for the opening and closing of the gate would now be on Monday 17 January 2022. Temporary signage had been altered to reflect the new date, as originally it had been stated that the regime would commence on 10 January 2022.

RC69 Playground – Min no RC50

The Committee NOTED that a fact-finding visit by the Town Clerk, Deputy Clerk and Services Manager to the comparable South Woodham Ferrers, Cold Norton and Runwell playground sites in Essex was due to be conducted on 13 January 2022. Following these visits the tender process would be commenced. The Town Clerk Reported that the Community Initiative Fund (CIF) a grant funding application had not been successful. However, there are substantial earmarked reserves in place and the potential for a Public Works Loan Board (PWLB) funding. It was AGREED that further prospective timelines for this project would be issued at each subsequent Recreation Committee meeting.

RC70 Tree Survey

The Committee NOTED that following the recent survey of trees at all council sites, RVRG has been reported as having many trees in need of extensive works or to be felled completely. The Services Manager reported on the positions within the recreation ground where the trees were situated and stated that two quotations remained outstanding, with only one having been received thus far. The Services Manager informed members that he would forward the tree inspection report to them at his earliest opportunity.

RC71 Memorial Bench/Tree request

The Committee reviewed a request from the co-founder of the Open Door Friendship group, for either a bench or tree in commemoration of recently deceased members of the group and AGREED that a bench on the RVRG would be most suitable. It was AGREED that the Town Clerk would contact the

requestee and discuss appropriate locations within the recreation ground, as well as matters relating to the purchase of the bench.

RC72 Condition of Avondale Close path at Junction with RVRG

The Committee NOTED that following contact from a local resident, the Services Manager would be seeking quotes for contractors to install a short length of pathway constructed of a compressed material at the entrance to the recreation ground via Avondale Close/Greensted Road.

RC73 Condition of Football Pitches

The Services Manager reported that football matches were increasingly having to be called off due to waterlogged pitches, resulting in extended football seasons, which in-turn resulted in the reduction of time between football seasons needed to maintain the pitches to a satisfactory level. Additionally, the Roding River ever more frequently bursts its banks leaving large sections of the grounds under water, occasionally during the summer months as well as during the football season. The Committee NOTED Officers concerns that an acceptable level of service was becoming increasingly more difficult to provide to football pitch hirers and AGREED that the Services Manager and the Chairman would visit the site to explore possible solutions.

Other Agenda Items

RC74 Murray Hall

The Committee NOTED that the redecoration of the main hall and entrance lobby had been completed and NOTED that a claim had been made for the remuneration of the costs for this and other restorative works, as well as for utilities costs' during the NHS's period of tenancy.

The Committee AGREED to the purchase of a basic domestic washing machine which would assist the caretaking staff and thanked the Halls Officer, Judy Graham for currently taking items home to wash.

RC75 Willingale Road Nature Reserve – RC46

The Committee NOTED that the Services Manager had arranged a site visit for Committee members on Friday 14 January 2022 at 9.30am. Damian Weller, EFDC CountryCare, would be in attendance. Members were reminded to be prepared for wet and muddy ground conditions.

RC76 Film Club request

The Committee NOTED that The Loughton Film Club had folded. The Committee considered the request that the old filming equipment should be given to the council to store until further use could be determined but declined the offer. However, it was AGREED that any residual funds should be returned to LTC (subject to due diligence), as the Film Club was a regular recipient of Loughton Town Council grant funding. It was AGREED that any financial return would in-turn be added to the council's grant funding budget.

RC77 Financial Position

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves.

RC78 Estimates 2022/2023
The Committee NOTED the report.

Councillor Brookes left the meeting.

RC79 Future Work of the Committee
The Committee Chairman recommended that officers of Epping Forest District Council (EFDC) be invited to the next Recreation Committee meeting to provide a short presentation on community health and wellbeing needs. It was AGREED that the presentation would commence at 7.00pm and be completed by 7.30pm.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.40pm.

RC80 EFDC tree planting proposals for Jessel Green and Rochford Green
The Committee reviewed and supported the tree planting proposals from EFDC for Jessel Green and Rochford Green and AGREED that the response from this Committee should include the proposals that i) local schools are encouraged to take part in the planting, and ii) more native Oak trees are included in the planting schedule. * Councillor Murray thanked members of the Loughton Residents Association (LRA) for their work on the tree planting proposals.

Signed:
Date: 9 March 2022

- Subsequent to the meeting the Chairman was contacted by Tricia Moxey, a renowned expert on trees who had relevant information regarding the species of trees to be planted. Her comments in a lengthy e-mail were circulated to committee members and would be included in the Town Council's submission to EFDC.

**LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE**

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 9 March 2022 at 7.45pm

Present

Councillors: D Wixley (in the Chair)
B Cohen (as substitute for L House) S Fontenelle
N Mackinnon S Murray M Stubbings
K Valentine

Also in attendance

Councillors: R Brookes

Officers:

M Squire (Town Clerk)
P Hoy (Services Manager)

The Chairman welcomed Members to the final Recreation Committee meeting of 2021/22

RC81 Apologies

Apologies for absence had been received from Cllr House. The Town Clerk reported that Cllr Cohen had been nominated as substitute for Cllr House for this meeting.

RC82 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 11 as he is a trustee of the Open Door Friendship Group.

RC83 Confirmation of Minutes

The Minutes of the meeting held on 12 January 2022 were CONFIRMED as a correct record and signed by the Chairman.

RC84 Public Representations

None were received.

RC85 Town Clerk's / Chairman's Report

The Town Clerk Reported that Mr Fabrizio Luca Ferrari, Public Health Improvement Officer | Community, Culture & Wellbeing, Epping Forest District Council (EFDC), and colleagues, had been invited to address this Committee meeting, to provide a short presentation on community health and wellbeing needs, but were not able to attend on this occasion. The invite was extended to the next available Committee meeting.

Roding Valley Recreation Ground (RVRG)

RC86 Planting Scheme and Footpaths – Min no RC66

The Town Clerk Reported that following an update from Trevor Baker, Principal Engineer, Environmental Protection & Drainage Team at Epping Forest District Council (EFDC), funding via EFDC was no longer available for further path works as part of this project. The Committee NOTED that all remaining funds within

EFDC's existing budget would be exclusively used for the planting scheme. A date for the planting of trees would be advised for later this year.

RC87 Drainage Works – Min no RC67

The Committee NOTED that the Town Clerk had been informed by Trevor Baker, Principal Engineer, Environmental Protection & Drainage Team (EFDC) that the outstanding drainage works were due to be completed within the next three weeks.

RC88 Car Park Gates – Min no RC68

The Committee NOTED that the opening and closing of the gates has been operational now for two months, and that no issues of concern had been reported to the Council thus far.

RC89 Playground – Min no RC69

The Town Clerk Reported that a final site visit had been conducted in February with an external advisor, and that due diligence (especially in terms of ensuring feasibility of groundwork and type of playground equipment at the new site) was now complete and the tender / public consultation process would commence imminently.

The Committee NOTED the updated / envisaged timetable and time scale of completion of this project **on a best case basis**, as follows.

- [Due diligence completed February 2022](#)
- Out to tender for project management March / April 2022.
- Appointment of Project Manager late April 2022.
- Report on construction/design May 2022.
- Planning permission application/approval – EFDC late June 2022.
- Consultation with local residents (subject to planning permission) by June 2022.
- Delivery of materials & playground equipment – August 2022.
- Construction (2 weeks) – September 2022.
- Opening late September / October 2022.

The Committee also NOTED that the timeline projection is ultimately dependent on delivery/ready availability of materials and the prospective Project Managers existing work schedule.

The Town Clerk presented some draft playground concepts for the play area for Committee members to consider and highlighted the necessary budget considerations.

RC90 Tree Survey / Storm Damage

The Services Manager provided an update on damage to trees caused during Storm Eunice (Friday 18 and Saturday 19 February 2022). The Committee NOTED that one Cherry tree close to the entrance to the recreation ground in Roding Road had fallen and had now been removed from site. Other lower risk damage was still being assessed and would be dealt with in the coming weeks.

The Committee also NOTED that one further quotation was outstanding for works to address the issues highlighted in the tree survey, carried out towards the end of 2021.

The Services Manager Reported that the office had just received notice from the Forestry Commission of the presence of further Oak Processionary moth; last present in summer 2020. However, following a site visit to the stated affected

area, no infestation was found to be present. The Forestry Commission has been informed and has pledged that specialist contractors would be sent to site to carry out an independent assessment in the coming weeks.

RC91 Memorial Bench/Tree request – Min no RC71

The Town Clerk Reported that he and the Services Manager had met with representatives from the 'Open Door Friendship Group' on Friday 4 March 2022 to find a suitable location for a memorial bench. Roding Valley Recreation Ground had previously been considered, but a position close to St Michaels Church had been the preferred option. The meeting took place at the Memorial Rose Garden in Roding Road, adjacent to St Michaels Church, and on close consideration it was found that space was available for a further bench at this site. The Committee AGREED that this location could be host to an additional memorial bench, subject to compliance with the usual council procedure for these matters.

The Town Clerk and the Services Manager would direct the Open Door Friendship Group through this process.

RC92 Condition of Avondale Close path at Junction with RVRG – Min no RC72

The Committee NOTED that the remedial work had been completed at a cost of £1,375.00, and that the office had received very complimentary feedback from the local resident who originally raised the issue.

RC93 Roding Valley Cricket Club (RVCC) request – RC45

The Chairman reported on a meeting that he, Councillors Murray, MacKinnon and Stubbings, together with the Town Clerk and Services Manager held on site with representatives of RVCC, on 11 February 2022 to review RVCC's request for an additional cricket pitch on the Loughton side of the RVRG. Members could not agree to the RVCC proposed pitch location as the boundary of the outfield could detract from the enjoyment of the Recreation Ground for other users. Members did agree to another location where the RV Recreation Ground widens out thus allowing more room for the cricket pitch and requested a site plan showing this new location (subsequently received).

RVCC raised further issues and requests which would be considered separately. Further to this meeting, additional information had recently been received from RVCC in support of their request, however it was felt that furthermore detailed information was required, and it was AGREED that the Town Clerk should write to RVCC in this regard. Members to discuss and review any response at the next Recreation Committee.

Other Agenda Items

RC94 Willingale Road Nature Reserve – RC75

The Chairman Reported on the site visit that he, Cllrs Fontenelle, MacKinnon and Stubbings, and the Services Manager carried out on Friday 14 January 2022. It was NOTED that the visit had been highly informative, thanks to Damian Weller (EFDC Countrycare).

The Committee AGREED that a follow-up visit should be arranged for members to return to view the site during the summer months. The Services Manager will liaise with Mr Weller in this regard and contact members with prospective dates for a second visit.

RC95 The Loughton Film Club Request – RC 76

The Town Clerk Reported that he had liaised with Mr Johnson of the former Loughton Film Club (LFC) and the Committee NOTED the following:

1. The LFC committee has agreed the sale of the film club equipment to the Loughton Club with the proceeds to be donated to the Loughton Foodbank.
2. The LFC committee wish to donate any residue funds to Loughton Town Council (LTC) on the condition that these funds are used for LTC's community grant programme. LTC historically provided financial grants and support for the set up to LFC.

The Committee AGREED to take up the offer under 2, and for transparency and sound financial housekeeping, these funds would to be held as Earmarked Reserves and only be used for LTC's community financial grant scheme.

RC96 GFA Loughton FC (GFA)

On 18 January 2022 the Chairman, the Town Clerk and Services Manager met with representatives of GFA to discuss the club's aspirations to enclose an area of the Willingale Road Playing Field to develop the football club. The Chairman Reported that further investigation was required before any direction could be given to GFA, because 1) Willingale Road Playing Field is a Queen Elizabeth II Playing Field with Fields in Trust status, and 2) whether any exclusive use given to an outside body would contravene the council's Standing Orders.

The Town Clerk would seek clarification on both points and report back to the next meeting.

RC97 Traps Hill Playground

The Town Clerk Reported that dialogue with the insurance company regarding the insurance claim remained ongoing. A report would be made to the next meeting.

RC98 Murray Hall

Ceiling lights

The Committee considered the report and AGREED that officers should implement this work as soon as possible.

WIFI

The Committee considered the options available and AGREED that officers should implement this work as soon as possible.

RC99 Platinum Jubilee Tree

The Committee considered the report and AGREED to the change of location from Murray Hall to The Memorial Garden in Roding Road. A large Sycamore tree at the Memorial Garden was destroyed during 'Storm Eunice,' creating space for the Oak tree that is to be purchased to commemorate the Queens Platinum Jubilee.

The Chairman stipulated that Jennie Hart (designer of the garden) should be consulted, just to ensure the suitability of planting a new tree, in and around the existing stump that remains in the memorial garden.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.45pm.

RC100 Family Fun Day – Jessel Green – Sunday 26 June

The Committee NOTED the report.

RC101 2022/23 Fees for Hall Hire and Football Pitches

The Committee NOTED the report and AGREED to the following recommendations:

- i. Increases of 5%
- ii. Rounding up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

RC102 Financial Position

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves. It was AGREED that in future, all references to 'Hillyfields Ground Maintenance' should be changed to 'Hillyfields Flood Alleviation Works.' Additionally the Earmarked Reserves for the Roding Valley Recreation Ground should be shown as Roding Valley Recreation Ground Football Changing Rooms and Car Park.

RC103 Estimates 2022/2023

The Committee NOTED the report.

RC104 Future Work of the Committee

No items were raised.

Signed:

Date: 7 June 2022